

***City of York Board of Architectural Review***  
***Minutes***  
***June 1, 2020***  
***\*\*Virtual Meeting\*\****

Members present:

Chairperson Beth Bailey  
Diane Hanlon  
Quinn Witte  
Gary Stewart  
A. Lee McLin  
Gene Gaulin

Members absent:

Linda Lowman

Others present:

Planning Director Breakfield  
Zoning Administrator Blackston  
Public Information Officer Fritz  
See list of speakers

Chairperson Beth Bailey called the meeting to order at 3:03 p.m., polled each Board member individually to verify attendance and stated the following:

1. Due to the COVID-19 pandemic, York City Council adopted an emergency ordinance allowing meetings to be conducted exclusively through the use of electronic, computer-based medium.
2. The City has chosen to conduct the meeting through the use of GoToMeeting while streaming on Facebook Live.
3. She greatly appreciated the willingness of everyone to adapt to this new environment and adjust to the new format.
4. Each Board member must individually vote by voice on each Motion (yay or nay).
5. Each person on the call should be identified at the beginning of the meeting.
6. Any Board member that wishes to abstain from a vote must state the reason for such abstention. If a Board member has a conflict of interest, the Board member should state the conflict and abstain from discussion and the vote on the matter.
7. Each person should be identified before speaking.
8. Each person should mute microphone unless speaking.

**The first item of business** was approval of the draft Minutes from the May 4, 2020 meeting. Upon a Motion by Gene Gaulin, seconded by Lee McLin, the Board unanimously approved the Minutes as submitted.

**The second item of business** was consideration of a certificate of appropriateness (COA) application to replace the awning at Tony's Pizza located at 40 North Congress Street.

Planning Director Breakfield reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application complied with the HDCDS.

After discussion and upon a Motion by Gene Gaulin, seconded by Quinn Witte, the Board unanimously approved the application as submitted.

**The third item of business** was consideration of a COA application to build an accessory structure at 213 East Liberty Street.

Planning Director Breakfield reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application complied with the HDCDS.

After discussion and upon a Motion by Beth Bailey, seconded by Diane Hanlon, the Board unanimously conditionally approved the application based on the gables being finished with wood siding.

Board member Gary Stewart joined the meeting.

**The fourth item of business** was consideration of a COA application for an accessory structure for Duke Energy located at 107 East Liberty Street.

Planning Director Breakfield reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application complied with the HDCDS.

After discussion and upon a Motion by Lee McLin, seconded by Gary Stewart, the Board unanimously approved the application as submitted.

**The fifth item of business** was consideration of a COA application for renovations and landscaping at 16 West Liberty Street.

Planning Director Breakfield reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application complied with the HDCDS.

After discussion and upon a Motion by Diane Hanlon, seconded by Quinn Witte, the Board unanimously conditionally approved the application based on the shutters being wooden and the fence being 36” in height to match the existing fence.

**The sixth item of business** was consideration of a COA application for renovations at 108 North Congress Street.

Planning Director Breakfield reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application complied with the HDCDS.

After much discussion and upon a series of approved Motions by the Board unanimously conditionally approved the application based on the following:

- Hardi-plank siding material must be used
- Approved painting East Madison Street side of building to match building front color
- Wood posts approved
- Staff will verify that landscaping materials are from those listed in HDCDS

**The seventh item of business** was consideration of a COA application for an accessory structure at 25 South Congress Street.

Planning Director Breakfield reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application complied with the HDCDS.

After discussion and upon a Motion by Gene Gaulin, seconded by Diane Hanlon, the Board unanimously approved the application as submitted.

**The eighth item of business** was consideration of a COA application for an accessory structure at 110 East Liberty Street.

Planning Director Breakfield reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application complied with the HDCDS.

After discussion and upon a Motion by Gary Stewart, seconded by Lee McLin, the Board unanimously approved the application as submitted.

**The ninth item of business** was consideration of a COA application for a proposed new Dollar General to be located on Alexander Love Highway near Filbert Highway.

After discussion and upon a Motion by Beth Bailey, seconded by Gene Gaulin, the Board unanimously conditionally approved the application based on all materials and landscaping meeting Gateway Corridor Overlay district design requirements and allowing sidewalk to be omitted for the eastern side of driveway due to topography and wetlands.

**The Board also discussed the following:**

1. A potential accessory structure for Hoof & Barrel at 122 North Congress Street. The applicant, John Hines, indicated that he was in the early stages of the project development, but wanted Board feedback before he proceeded further. The Board reminded Mr. Hines to follow the HDCDS guidelines. Mr. Hines indicated that he would hire an architect and submit complete application that complies with the HDCDS.
2. The Board discussed implementing a task force to create draft standards for consideration by the complete Board. This issue will be discussed further at a subsequent meeting.
3. The Board discussed various methods to improve public awareness of the City's HDCDS. This issue will be discussed further at a subsequent meeting.
4. The Board discussed the City's need for a Code Enforcement Officer and will discuss the possibility of a recommendation to City Council at a subsequent meeting.

There being no further business, the meeting was adjourned at 5:20 pm.

Respectfully submitted,

C. David Breakfield, Jr. AICP, MCP  
Planning Director

cc: File, Board of Architectural Review 6/1/2020  
Seth Duncan, City Manager